

MARYLHURST UNIVERSITY

OFFICE OF ADMISSIONS

17600 Pacific Highway (Hwy. 43)

P.O. Box 261

Marylhurst, OR 97036-0261

503.699.6268; 1.800.634.9982, ext. 6268

FAX: 503.635.6585

studentinfo@marylhurst.edu



GRADUATE DEPARTMENT OF BUSINESS STUDIES MASTER OF BUSINESS ADMINISTRATION (MBA)

APPLICATION INSTRUCTIONS

Thank you for your interest in the Marylhurst MBA program. We appreciate the effort you will put into your application, and we look forward to reading it. The Marylhurst MBA prepares students to be responsible leaders who aspire to a career in management. The curriculum is challenging, and graduate students are held to high performance standards.

REQUIRED MATERIALS

The Office of Admissions will acknowledge your application when it receives ALL the following items:

- Marylhurst University graduate application form and non-refundable \$40 application fee.
- Application to the Master of Business Administration (MBA) program.
- Official sealed transcripts from **all** colleges and universities attended.
- Current résumé.
- Two sealed letters of recommendation. (See Application Elements.)
- An Application Essay. (See Application Elements.)
- GMAT test scores, if required. (See Application Elements.)

Send all materials to: Marylhurst University
Office of Admissions – Graduate Admissions
17600 Pacific Highway (Hwy. 43)
P.O. Box 261
Marylhurst, OR 97036-0261

Direct questions to: 503.699.6268 or 800.634.9982, ext. 6268

APPLICATION DEADLINES AND POLICIES

Applications are accepted year round. Terms begin late September, early January, late March, and late June. Applications should be completed at least two weeks prior to the beginning of the quarter in order to be considered for enrollment that term. The Office of Admissions will forward your application to the Department for review only after all required application materials are received. Qualified final candidates will be invited for a personal interview. If you are accepted into the program, the Department will send you a letter of acceptance, which you need to sign and return.

INTERNATIONAL APPLICANTS

Marylhurst University welcomes international applicants with appropriate academic background, which includes a baccalaureate degree or its equivalent from an accredited institution, and English language fluency in listening, speaking, reading, and writing. Non-native speakers of English must score a 79iBT or better on the Test of English as a Foreign Language (TOEFL) or demonstrate equivalent English proficiency. In addition, you may be required to complete additional courses to increase your English language proficiency and to ensure success in the graduate program. Official foreign transcripts must include an English translation. You may be requested to provide a course-by-course credential evaluation report at your expense. Contact the International Admission Specialist at 503.699.6268 for details and complete application procedures.

ACCOMMODATIONS

If you have a specific disability that qualifies you for academic adjustments and/or auxiliary aids, please contact the Coordinator of Accessibility and Disability Services at 503.636.8141, ext. 3344, or 800.634.9982, ext. 3344, or TTY 503.699.6301, or email adaservices@marylhurst.edu.

FINANCIAL AID

Financial aid is available for those who qualify. Financial aid applications are accepted year-round, but should be submitted at least two months before the first term begins. **Applying earlier is recommended.** Contact the Marylhurst Office of Financial Aid for more information at 503.699.6253 or email finaid@marylhurst.edu. Financial aid is not available to international students.

TECHNOLOGY REQUIREMENTS

MBA students are expected to be comfortable with PC technology and online learning. Students should have access to a PC with *Windows XP* (or a Macintosh with *OS 10.4* or above), *Microsoft Office XP* and a Hewlett-Packard HP 10BII Financial Calculator. Students are expected to be proficient in *Word*, *Excel*, and *PowerPoint* applications. For more information, please refer to the current *Marylhurst University Catalog*.

TAKING COURSES PRIOR TO ADMISSION OR AS A NON-DEGREE STUDENT

With permission of the program chair, students with a bachelor's degree may enroll for a maximum of six (6) credits of required core courses before being formally admitted to the MBA program. To continue taking courses, you must apply formally and be admitted to the program. Marylhurst MBA courses completed prior to admission count toward program degree credit. If interested, please contact the Graduate Department of Business Studies at 503.675.3961.

APPLICATION ELEMENTS

RECOMMENDATIONS

Two sealed recommendation are required. While there is no form to follow or complete, it is important for the recommender to clearly state who they are recommending, keep the recommendation to a page, and address the applicant's strengths. Professional and academic references are preferred. The recommender should seal the letter in an envelope, sign across the seal, and mail it directly to the Office of Admissions. At least one recommendation should be from a current or former employer.

ESSAY

The essay should be three to five pages, double-spaced, in 12-point font and will help us understand your experiences, accomplishments, goals, and written communications skills. The essay is evaluated for content, organization, and style. Please include your name on each page. The essay must answer the following:

1. Describe an important professional experience and what you learned from it.
2. Describe your life goals.
3. Describe how a Marylhurst MBA will help you achieve your goals.

GMAT SCORES

If you have less than five years of relevant work experience, or if your undergraduate GPA is under 3.00, you will be asked to provide GMAT scores taken within the last two years. Please plan to take the test early as it can take a few weeks for the results to reach us. In the Portland area, the GMAT is offered at Pearson Professional Centers in Beaverton. For general information and additional test locations, visit <http://www.mba.com/mba/thegmat>.

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GRADUATE APPLICATION FOR ADMISSION

Please include application fee (\$40 regular, \$50 international). Check/money order (enclosed) Major credit card (see below)

Credit Card # _____ Expiration date _____ Name _____

BIOGRAPHICAL INFORMATION *(Please print or type.)*

1. Legal Name _____
Last First Middle Maiden Name
2. Preferred Name _____
3. Please list **all other names** that may appear on transcripts _____
4. Address _____ City _____ State _____ Zip _____
Phone _____ Home Work Cell Phone _____ Home Work Cell
Email _____ Country _____
5. SSN _____ (Required for federal reporting.) Date of Birth _____ Sex F M
6. Employer _____
7. Have you attended Marylhurst previously? No Yes Under what name? _____
8. Have you previously applied to a Marylhurst graduate program? No Yes Under what name? _____

EDUCATION PLANS

9. Program I am applying to:

Department of Art Therapy Counseling

- Master of Arts in Art Therapy Counseling
- Certificate in Counseling (post-graduate)
- Certificate in Art Therapy (post-graduate)

Department of Graduate Business Studies

- Master of Business Administration (MBA)

Department of Education

- Master of Arts in Teaching (MAT)
- Master of Arts in Education (M.Ed.)
- Reading Endorsement (Inservice)
- ESOL (English for Speakers of Other Languages) Endorsement (Inservice)
- Certificate in Educational Leadership

Department of Graduate Interdisciplinary Studies

- Master of Arts in Interdisciplinary Studies (MAIS)
- Certificate in Gerontology (graduate)

Department of Graduate Religious Studies

- Master of Arts in Applied Theology (MAAT)
- Master of Divinity (M.Div.)
- Certificate in Pastoral Care (graduate)
- Certificate in Theological Studies (graduate)
- Doctor of Ministry

10. I plan to start:

- Fall Winter Spring Summer

11. I plan to attend:

- Full time (9 or more credits per term)
- Part time (5-8 credits)

12. Residence Status (Choose one.)

- Non-resident alien (F, B, H, J, L, or M visa.):
Country of citizenship _____
- U.S. Citizen, Permanent Resident, or Refugee
Please complete the information below (required).

13. Race/Ethnicity Information

(Complete for maximum scholarship consideration.)

Are you Hispanic/Latino? Yes No

Race *(Select one or more.):*

- White
- Black/African-American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander

14. Military Service

A. Are you a Veteran? Yes No

B. Are you a dependent of a Veteran? Yes No

PLEASE NOTE: Full-time, on-campus students must submit verification of measles immunization with their admissions materials in accordance with Oregon State Law. See Measles Immunization form for more information.

In addition to this page, you must submit the departmental application and required materials to the Office of Admissions.

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GRADUATE DEPARTMENT OF BUSINESS STUDIES APPLICATION FOR ADMISSION

I am applying for admission to the Master of Business Administration (MBA) program with a concentration in:

- General Management Finance Organizational Behavior
 Sustainable Business Healthcare Management Marketing

Please select format: Blended Program Saturday MBA Cohort

NAMES OF PERSONS WRITING REFERENCES

Name _____ Title/Position _____

Name _____ Title/Position _____

ACADEMIC BACKGROUND

Colleges & Universities Attended City/State Major Degree & Year

(Please list all undergraduate and graduate institutions you have attended and request official transcripts from each.)

SIGNATURE OF APPLICANT

I certify that, to the best of my knowledge, all information contained within this application is true and complete. I understand that misrepresentation in any statement may be considered sufficient reason for refusal of admission or for disqualification.

Signature _____ Date _____

OTHER INFORMATION

The following have no bearing on your application, but are asked for program planning and course scheduling.

How did you learn about the Marylhurst MBA program? _____

Have you previously applied to the Marylhurst MBA program? Yes No If yes, when? _____

What other MBA programs did you consider? _____

On a scale of 1-10 (*1 being unfamiliar and 10 being familiar*), how familiar are you with the following applications?

Word _____ Excel _____ PowerPoint _____

Will you receive tuition reimbursement from your employer? Yes No If yes, what percentage?

Employer _____ Type of Business _____

Employer's Address _____ Title _____

Street Address

_____ Years in current position _____

City State Zip Code

I plan to take _____ courses per term, completing the program within _____ years.

In addition to MBA application, you must ALSO submit the Marylhurst graduate application form and fee.